

# Transcript Request Form

You may be able to request your Official transcript online. Log into the PSU Information System, [www.banweb.pdx.edu](http://www.banweb.pdx.edu). Unofficial transcripts are available through the PSU Information System at no cost.



PO Box 1389 ▪ Portland, OR 97207-1389  
Fax: (503) 725-8180 ▪ Phone: (503) 725-3401

- **Official Transcripts are \$4.00 per copy.**
- Please allow 5 business days for processing. Allow additional time during peak periods such as final grade posting and degree posting.
- PSU cannot release transcripts from other schools.
- Transcripts with records prior to 1980 may take an additional 2-3 days to process.
- Transcripts cannot be released if there is a financial hold on your account.
- Full Social Security Numbers may appear on transcripts with courses taken prior to Summer 1991. All transcripts with coursework after Summer 1991 contain the last 4 digits of the student's Social Security Number and the month and day of his/her date of birth, as well as the PSU ID.

Please complete all of the information below. **Incomplete and/or inaccurate forms will result in processing delays.**

Student ID Number or SSN		Date of Birth	
Last Name	First Name	Middle Name	Former Name(s)
Current Mailing Address		City	State Zip
Contact Phone Number	E-mail Address	Years of PSU attendance (please check all that apply) <input type="checkbox"/> prior to 1962 <input type="checkbox"/> 1962-1974 <input type="checkbox"/> 1975-1980 <input type="checkbox"/> 1981-1991 <input type="checkbox"/> 1992-present	

## PAYMENT:

☐ check enclosed ☐ Visa/MC: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**I authorize PSU to release my transcripts to the addresses indicated below.**

Student Signature Required – *Unsigned requests will not be processed*

Date

## Special Handling Fees

- ☐ Rush Fee *add \$10* transcript order is processed within 24 hours
- ☐ \*Fax Fee *add \$10* transcript is faxed to the destination
- ☐ Domestic FedEx - **phone number required; no PO Boxes**  
*add \$10 rush fee+ \$15 per address*

## Special Requests

- ☐ Hold for grade posting-Class \_\_\_\_\_ Term/Year\_\_\_\_\_
- ☐ Hold for degree posting-Term/Year\_\_\_\_\_
- ☐ Include in-progress courses-Term/Year\_\_\_\_\_

## Send Transcript To:

<input type="checkbox"/> Send Now <input type="checkbox"/> Hold for Pick Up	<input type="checkbox"/> Send Now <input type="checkbox"/> Hold for Pick Up
Name	Name
Address line 1	Address line 1
Address line 2 Phone Number (FedEx only)	Address line 2 Phone Number (FedEx only)
City/State/Zip	City/State/Zip
Number of copies to this address: _____	Number of copies to this address: _____
<input type="checkbox"/> Send Now <input type="checkbox"/> Hold for Pick Up	<input type="checkbox"/> Send Now
Name	<b>Fax To</b> (note special handling fee above*):
Address line 1	Attention
Address line 2 Phone Number (FedEx only)	Fax Number
City/State/Zip	
Number of copies to this address: _____	